PROJECT DOCUMENTATION

**PROJECT INITIATION DOCUMENT (PID)**

| **Project:** | **E-Commerce Website for SKANDA**  **by Sarasi Samarasinghe.** |
| --- | --- |
| Release: | April 2022 |
| Date: | 3rd March 2022 |
|  |  |
| **PRINCE2** |  |
|  |  |
| Author: | Adithya Narasinghe (Project Manager),  J. M. Pasindu Lawantha Bandara (Quality Manager),  Madapathage Don Kanishka Gimhan (Risk Manager) |
| Owner: | Dr Yasas Jayaweera (Project Executive) |
| Client: | SKANDA by Sarasi Samarasundara. |
| Document Ref: | ProjectInitiationDocument\_SKANDA |
| Version No: | 1.1 |

# 1 Project Initiation Document History

## 1.1 Document Location

This document is only valid on the day it was printed.

The source of the document will be found on the project's PC in location

## 1.2 Revision History

**Date of this revision:** 03/03/2022

**Date of Next revision:** -

| **Revision date** | **Previous revision date** | **Summary of Changes** | **Changes marked** |
| --- | --- | --- | --- |
| 03/03/2022 | 02/24/2022 | Linked the communication plan, project quality plan, Initial business case, project plan and the initial risk log. |  |
| 02/24/2022 |  | First Issue |  |

## 1.3 Approvals

This document requires the following approvals.

Signed approval forms are filed in the Management section of the project files.

| **Name** | **Signature** | **Title** | **Date of Issue** | **Version** |
| --- | --- | --- | --- | --- |
| Dr Yasas Jayaweera |  | Project Board | 03/03/2022 | 1.1 |
| Adithya Narasinghe |  | Project Manager | 03/03/2022 | 1.1 |
| Mrs. Sarasi Samarasundara |  | Client | 03/03/2022 | 1.1 |

## 1.4 Distribution

This document has been distributed to:

| **Name** | **Title** | **Date of Issue** | **Version** |
| --- | --- | --- | --- |
| Adithya Narasinghe | Project Manager | 03/03/2022 | 1.1 |
| M. Sonali Silva | Start-up Manager | 03/03/2022 | 1.1 |
| J. M. Pasindu Lawantha Bandara | Quality Manager | 03/03/2022 | 1.1 |
| Madapathage Don Kanishka Gimhan | Risk Manager | 03/03/2022 | 1.1 |
| S. K. Helani Sihara Jayawardena | Scheduling Manager | 03/03/2022 | 1.1 |

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# Project Initiation Document

## 3 Purpose of Document

This is one of the most essential project management documents that serve as the foundation for a project. Throughout the process, it serves as a point of reference for both the client and the project team. The project management commits to the project based on the information in the Project Initiation Document. The PID appropriately explains which personnel, resources, and budget are required for the project when it is given the green light. The project management team and the project manager also should keep track of the project's progress. The document explains how we interpreted the brief.

## 4 Background

SKANDA, owned by Mrs. Sarasi Samarasundara, is a well-reputed clothing brand in Sri Lanka that manufactures high-quality batik and hand-painted garments. To assist in the development and success of the business, we recognized the necessity for an e-commerce website that will allow the client to grow their customer base and consumers to purchase products online. The website will be minimalistic and simple to use. Users can browse available product categories, view product details & their availability, get discounts by providing their email address, and view other general information about the business. Registered users get access to all available online functionalities, such as the ability to purchase products & viewing their order history. The backend allows the administrator to manage all of the content and orders.

## 5 Project Definition

### 5.1 Project Objectives

* To create a stunning & engaging E-Commerce website within a budget of Rs. 147,880.00
* To deploy the created E-commerce website before the end of April 2022
* To increase the sales and revenue by reaching an unreached market segment
* Ensure the proposed website provides all the details for the current & potential customers of the client.
* Provide means for the client to gather details of prospective customers for marketing purposes by offering them a discount.
* To ensure the deployed website captures all the requirements specified by the client.

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### 5.2 Defined Method of Approach

The project is to be handled using the PRINCE2 methodology. The website will be developed for SKANDA by Sarasi Samarasunara. Thus, the website is personalised and implemented on top of the WordPress framework. The development will be faster due to the ready-made components and the user-friendly UI is the benefit of using this framework.

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### 5.3 Project Scope

The purpose of the project is to develop and deploy an e-commerce website assisted with an AI-based chatbot as a strategy for SKANDA to improve its sales capacity and revenue. We thoroughly examined the project requirements and the business and identified that the business would benefit by having a complete e-commerce website with product descriptions structured by category/subcategory, a shopping cart, an online payment gateway, product search, spinning wheel, AI-based chatbot, and etc, while maintaining great communication with the client.

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### 5.4 Project Deliverables and/or Desired Outcomes

The following two significant software elements will be delivered when the project is complete.

* E-commerce website with the administration dashboard.
* AI-based chatbot integrated with the website to assist the customers.

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### 5.5 Exclusions

Our approach integrates a fully responsive e-commerce website compatible with all devices such as desktop monitors, Laptops, tablets, and mobile. We offer 100% mobile responsive website design that assists in reaching a wide range of consumers and delivering an outstanding online shopping experience. After the initial deployment the client is responsible for updating the details of the websites such as item details, prices, availability, new items, etc.

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### 5.7 Interfaces

The proposed system will be communicating with the payment gateway using their API endpoints. Other than that, the proposed system is self-contained and doesn’t interface with any other projects or external sources.

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### 5.6 Constraints

E-commerce websites are constantly expanding and developing rapidly, and Internet access remains expensive and inconvenient for some of the prospective consumers (such as consumers in rural areas). In addition, approximately Rs.147,880.00 is available to fund the project and its operations. On the other hand, in order to achieve the estimated milestones of the project, the team has to work 45 hours per week for five weeks.

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### 5.8 Assumptions

The project and its activities are a one-time contribution of Rs.150,000.00. In conclusion, the project must be completed within Rs. 147,880.00, according to the estimated budget. The budget was created assuming that the price for the purchase of external services & items won’t change during the period of the project. (Ex: increase of price due to the changes to the currency conversion rates).

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## 6 Project Organisation Structure

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### 6.1 Project Management Team Structure

* Project Executive: Dr. Yasas Jayaweera
* Project Sponsor: Mrs. Sarasi Samarasinghe
* Project Manager: Adithya Narasinghe
* Startup Manager: M. Sonali Silva
* Risk Manager: Madapathage Don Kanishka Gimhan
* Quality Manager: J. M. Pasindu Lawantha Bandara
* Scheduling Manager: S. K. Helani Sihara Jayawardena

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### 6.2 Job Descriptions

Responsible for the role of the workplace management team, focusing on short- and long-term projects.

**Project Sponsor**: Give specific information about the store and its requirements and monitor the project progress.

**Project Manage**r: Has responsibility for the effective start, planning, design, execution, supervision, control, and project closure.

**Startup Manager:** Primarily maintains the connection with the client and updates the client about the project progress and maintains all client-related documentation.

**Risk Manager:** Main responsibility is to assess and mitigate all risks related to the project in order to achieve the project objectives.

**Quality Manager**: Ensures the project fulfils particular quality criteria before the delivery of the project to the customer.

**Scheduling Manager:** The key focus is to schedule and supervise all project-related tasks in order to complete the project on time.

**Developer**: Responsible for developing the actual system based on the given specification.

**Technical Writer**: The primary responsibility is to deliver documentary evidence by obtaining information from developers and project managers.

## 7 Communication Plan

“Communication Plan version 01” document is uploaded to the project's GitHub repository for documents (https://github.com/nmasnadithya/sppm) and it should be located in the Week 4 folder.

## 8 Project Quality Plan

“Quality Plan version 1.1” document is uploaded to the project's GitHub repository for documents (https://github.com/nmasnadithya/sppm) and it should be located in the Week 4 folder.

## 9 Project Controls

Dr. Yasas Jayaweera reviews the overall project by addressing all issues related to achieving project objectives and continuously monitoring project progress.

Adithya Narasinghe is in charge of overall project management by leading and monitoring the project progress to achieve project objectives.

M. Sonali Silva maintains a strong relationship with the client and connects the team and the client by providing all necessary information to both sides.

J. M. Pasindu Lawantha Bandara evaluates and assesses the entire project quality in order to achieve project goals.

Madapathage Don Kanishka Gimhan is in charge of evaluating all project risks and providing mitigation in order to meet project objectives.

S. K. Helani Sihara Jayawardena schedules all tasks and activities related to the project and is responsible to keep the project under schedule in order to achieve project goals.

## *10 Initial Business Case*

“Business Case version 1.0” document is uploaded to the project's GitHub repository for documents (https://github.com/nmasnadithya/sppm) and it should be located in week 4 folder.

## *11 Initial Project Plan*

“Project Plan version 01” document is uploaded to the project's GitHub repository for documents (https://github.com/nmasnadithya/sppm) and it should be located in week 4 folder.

## *12 Initial Risk Log*

“Initial Risk Log” document is uploaded to the project's GitHub repository for documents (https://github.com/nmasnadithya/sppm) and it should be located in week 4 folder.